



## ACCOUNTING TECHNICIAN

The U.S. Embassy in Canberra is seeking an individual for the position of Accounting Technician in the Financial Management Center.

Salary: A\$57,421 p.a.  
Hours: Full time 40hours/week

**All applicants must address the selection criteria detailed below with specific and comprehensive information supporting each item.**

1. Completion of secondary school (Year 12) is required.
2. Two years of experience of clerical accounts maintenance with at least one year of experience in accounting or bookkeeping is required.
3. Level 3 (Good Working Knowledge) written and spoken English is required. This will be tested.
4. A good knowledge of bookkeeping and accounting procedures and processes and the ability to maintain and reconcile accounting records is required.
5. The ability to acquire knowledge of US Government accounting terminology by referring to accounting reference materials and internet sites is required.
6. High level computer skills and familiarity with the Microsoft Office Suite of programs is required.

For further information and the selection criteria please refer to the ***duties and responsibilities statement***.

Forward letter, response to the selection criteria, and resume to the Regional Human Resources Office, American Embassy, Moonah Place, Yarralumla, ACT 2600 or via email to: [usaembrhro@state.gov](mailto:usaembrhro@state.gov) by C.O.B **OCTOBER 28, 2011**.

Hand delivered applications cannot be accepted. Offers of employment are subject to medical and security clearances.

**Note:** *Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the US Government as a potential employer.*

The U.S. Government is an Equal Opportunity Employer and maintains a drug free work environment.

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<b>POSITION TITLE: ACCOUNTING TECHNICIAN</b>	<b>POSITION GRADE LE-6</b>
	<b>(STARTING SALARY A\$57,421)</b>

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## **DUTIES AND RESPONSIBILITIES**

### **Basic Function of the Position**

Position responsible for providing allotment accounting assistance for five Financial Management Analysts in the Accounting Unit of the Financial Management Center. The incumbent processes all purchase orders, travel orders, blanket purchase agreements, personnel action forms, grants and other obligating documents. The incumbent assists in the day to day maintenance of all post held allotments which include State Program, State ICASS, Public Affairs, Diplomatic Security, Office of Building Operations, Foreign Agriculture Service, Foreign Commercial Service, Representation, Defense Attaché's Office.

Under the direction of the Accounting Unit Supervisor and the OBO/ICASS FMA, incumbent assists in the maintenance of accounting records for all post held allotments. Responsible for the verification and processing of all post held allotment accounting data into the Regional Financial Management System. Also responsible for verifying and assigning correct fiscal data to post held allotment vouchers prior to completion by the FMC voucher unit. Responsible for clearing all PLTUR transactions from FSC Bangkok, processing correcting journal vouchers where needed and other work incident to the maintenance of all post held accounts.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Prue Fuller at (02) 6214 5778.

### **Major Duties and Responsibilities**

The incumbent with oversight and direction provided by the Accounting Unit Supervisor and OVO/OCASS FMA, will assist in the day-to-day maintenance of all post held allotments which include State-Program, State-ICASS, Public Affairs, DS Security, OBO, FAS, FCS, Representation, MRV Program, DAO and SDA.

Establishing and obligating of fiscal data 30%

Incumbent will maintain allotment accounting by ensuring that correct fiscal data covering obligations for all types of expenditures/adjustments is entered into SPFMS/M against the appropriate allotment of funds on a timely basis.

Correct all transactions listed in the daily PLTUR report and communicate with the Bangkok accountant, including the 477 Help Desk to clear all unprocessed transactions.

Maintain records and keep track of amounts both LCU (local currency) and USD expended against amounts authorized.

Liaise with other sections to reconcile status of expenses e.g. GSO expenses against FMC's records per instructions by OBO/ICASS FMA or when required.

Maintain records of mission STL properties and payments.

Prepare and process all purchase orders, travel orders, BPAs, personnel actions, grants and other obligation documents ensuring all appropriate signatures are obtained from appropriate approving officers and send copies of documents to FMAs and sections/persons involved.

Maintain and monitor the ARIBA procurement system to process purchase orders.

Obligate funds for purchase card payments.

Verification and preparation of accounting data 30%

Incumbent will verify and assign correct fiscal data and ensure sufficient funds on invoices received after approval from appropriate FMAs responsible for each allotment charged prior to completion by the voucher unit.

Verify, reconcile accounts to ensure accuracy, apply correct fiscal data, and obtain approval from FMAs for cashier voucher payments prior to distributing to voucher unit for processing.

Contact and liaise with cashiers in Canberra and constituent posts, for discrepancies and inconsistency in vouchers received prior to finalize vouchers as complete and correct for processing by voucher unit. Notify and inform cashiers of changes of fiscal data when necessary.

Accounting support duties to FMAs 30%

Through the unit Supervisor, incumbent will make corrections when verified and requested by the responsible FMAs in a timely manner.

Make corrections requiring journal vouchers in the process of maintaining allotment accounting to ensure that obligations are valid and also ensure that the funds status being reported reflects only valid obligations for all post held allotments.

Make adjustments and corrections to obligations when needed.

Print and dispatch mid-month and month-end reports when requested.

Other back up and support duties 10%

In the absence of FST Accountant and Accounting Technician.

- Perform day-to-day transactions and other accounting tasks
- Respond to queries on accounting matters

In the absence of principal cashier

- Perform full range of cashier duties as Alternate Class B Cashier

Other miscellaneous clerical duties

- Photocopy obligation personnel actions, documents
- Filing
- Other duties as directed

Major duties and responsibilities

1. Daily maintain allotment accounting to ensure correctness and accuracy of fiscal data for all types of expenditures and adjustments. Correct and process all transactions in the daily PLUTR reports.
2. Establish and obligate fiscal data based on guidance and instructions received from FMAs
3. Prepare and process all purchase orders, BPAs, travel orders, personnel action documents, grants and other obligation documents ensuring signatures from appropriate approving officers are obtained prior to releasing the documents and expedite them to expecting in a timely manner.
4. Maintain and monitor FMC spreadsheets, databases and records to ensure accuracy in all expenses and other tracking or procurement systems used. Act as point of contact with other sections e.g. GSO for discrepancies and refer matters to FMA concerned when required.
5. Reconcile status of expenses between GSO and FMA records.
6. Reconcile purchase card statements and provide fiscal data for account payments.
7. Verify and assign correct fiscal data and commit sufficient funds, with approval from FMAs, on invoices received prior to payment completion by the voucher unit.
8. Verify, reconcile, apply correct fiscal data and obtain approval from FMAs for cashier payment vouchers prior to distribution to voucher unit for payment and completion.

9. Contact and liaise with cashiers in Canberra, constituent posts for discrepancies prior to finalizing vouchers as complete and correct for processing by voucher unit. Notify and inform cashiers of changes and updates when required.
10. Make corrections and process journal vouchers when verified or required by FMAs.
11. Prepare, print and dispatch mid-month and month-end reports fortnightly and monthly or when requested.
12. Perform full range of cashier duties as Alternate Class B Cashier during the absence of the Principal Cashier.

### **SELECTION CRITERIA**

All applicants **must** address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of secondary school (Year 12) is required.
2. Two years of experience of clerical accounts maintenance with at least one year of experience in accounting or bookkeeping is required.
3. Level 3 (Good Working Knowledge) written and spoken English is required. This will be tested.
4. A good knowledge of bookkeeping and accounting procedures and processes and the ability to maintain and reconcile accounting records is required.
5. The ability to acquire knowledge of US Government accounting terminology by referring to accounting reference materials and internet sites is required.
6. High level computer skills and familiarity with the Microsoft Office Suite of programs is required.

### **SELECTION PROCESS**

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a Sensitive But Unclassified security clearance.

## **TO APPLY**

Interested applicants for this position must submit the following for consideration of the application:

Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); or

A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix below); or

A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus

All applicants must address the selection criteria with specific and comprehensive information supporting each item.

Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application

Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

Regional Human Resources Office  
American Embassy  
Moonah Place

YARRALUMLA ACT 2600

or via email to: usaembrhro@state.gov

**THE DEADLINE FOR APPLICATIONS IS C.O.B OCTOBER 28, 2011**

The U.S. Mission in Australia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

US Mission Australia maintains a drug free work environment.

**APPENDIX**

**If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.**

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide
- K. If applying for position that includes driving a U.S. Government vehicle, provide Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

